



APPLICATION FOR SUBDIVISION

SUBDIVISION PROCESS:

1. **Pre-Application Conference.** The pre-application conference stage of the subdivision planning comprises an investigation period, which precedes actual preparation of preliminary plans by the subdivider. During this stage the subdivider makes known his/her intentions to the Development Services Department and is advised of the specific public objectives related to the subject tract and other details regarding platting procedures and requirements.
2. **Preliminary Plat Review.** Upon submittal of a complete application, staff will assign a Planning Commission hearing date for review of the preliminary plat. The Commission hearing should be approximately 30 days from acceptance of a complete application. Upon review by the Commission, staff will provide applicant with a notice of action explaining the Commission's decision and any conditions placed on approval. The notice of action will also outline the final plat procedure.
3. **Final Plat Review.** The final plat **cannot** be scheduled for City Council hearing prior to complete staff review. Staff review and approval includes the submittal of all engineering for infrastructure improvements and performance guarantees. The amount of any performance guarantees shall be determined by the City Engineer from the cost estimates as specified in the Subdivision Code.

PRELIMINARY PLAT SUBMITTAL REQUIREMENTS

Please submit the following information along with a completed application for land use action (attached). An incomplete application cannot be accepted.

4. **General Site Data Summary.**
 - a. Site Size: Square Footage_____ Acres_____
 - b. Type of Ownership: (Condo, Townhouse, Apt)_____
 - c. Number of Dwelling Units: 1BR_____ 2BR_____ 3BR_____ 4BR_____
5. **Preliminary Plats.** Preliminary plats are submitted to the Community Development Department for review and presentation to the Planning

Commission, which has sole authority for their approval. Four (4) copies of the preliminary plat drawn on **24" X 36"** sheets and two (2) **8.5" X 11"** copies must be submitted to the Development Services Department showing:

- a. The proposed name of the subdivision and its location by section, township and range.
- b. The scale, north point and date of preparation, including dates of any subsequent amendments.
- c. A location map showing the relation of the proposed subdivision to existing community facilities.
- d. Existing Conditions Data. The following existing conditions data is required as part of the preliminary plat submittal:
 1. Topography by contours related to USGS survey datum, or other datum approved by the City Engineer, shown on the same map as the proposed subdivision layout. The contour interval shall be such as to adequately reflect the character and drainage of the land.
 2. Location of water wells, streams, canals, irrigation laterals, private ditches, washes, lakes, or other water features; direction of flow; location and extent of areas subject to inundation and whether such inundation is frequent, periodic or occasional.
 3. Location, widths and names of all platted streets, railroads, utility rights-of-way of public record, public areas, permanent structures to remain, including city utilities and municipal corporation lines within or adjacent to the tract. Two copies of a preliminary title report showing the above shall be submitted.
 4. Tract, block and lot numbers of any recorded adjacent subdivision having common boundary with the proposed subdivision.
 5. By note, the existing zoning classification of the subject and adjacent tracts.
 6. By note, the acreage of the subject tract.
 7. Boundaries of the tract to be subdivided shall be delineated and fully dimensioned.
- e. Proposed Conditions Data. The following proposed conditions data is required as part of the preliminary plat submittal:
 1. Street layout, including location, width of public streets, alleys, crosswalks and easements; connections to adjoining platted tract.

2. Typical lot dimensions (scaled), dimensions of all corner lots and lots of curvilinear sections of streets, each lot numbered individually and total number of lots indicated.
 3. Location, width and use of easements.
 4. Designation of all land to be dedicated or reserved for public use with use indicated.
 5. If the plat includes land for which multi-family, commercial or industrial use is proposed, such areas shall be clearly designated together with existing zoning classification and status of zoning change, if any.
 6. Three (3) copies of any proposed restrictive covenants (deed restrictions).
4. **Fees.** A **nonrefundable** fee of \$1,164.38 (includes 1.25% General Plan maintenance fee) must accompany the subdivision application and includes design review. Any amendments to approved subdivisions require an additional \$556.88 fee. Checks are to be made payable to Lake Havasu City.

FINAL PLAT SUBMITTAL REQUIREMENTS

Please submit the following information for the final plat approval process.

1. **Development Review Committee Meeting.** Upon approval of the preliminary plat by the Planning Commission a Development Review Committee meeting with Planning, Public Works, and the Fire Department is required prior to the submittal of the final plat. Contact the project manager listed on the land use application to schedule this meeting.
2. **Final Plats.** Final plats must conform to the approved preliminary plat and must incorporate any of the conditions placed on approval of the preliminary plat. Final plats are reviewed only by the Lake Havasu City Council. The hearing will not be scheduled until all conditions placed on the approval of the preliminary plat have been met and all final plat requirements of all City Departments have been met.

Information to be Shown on Final Subdivision Plat: Five (5) copies of the final plat on a **24" x 36"** sheet and two (2) **8.5" X 11"** sheets submitted to the Development Services Department.

a. Method and Medium of Presentation:

1. The record plat shall be drawn with India ink on linen or mylar having a left-hand margin of two inches on a 24" x 36" sheet. If more than two sheets are required for the drafting of the final plat, the index sheet shall be filed showing the entire subdivision on one sheet and the portion thereof contained on the other sheets.

2. The final plat shall be drawn to a scale not to exceed two hundred feet to one inch from an accurate survey.

b. Identification Data Required:

1. A title, which includes the name of the subdivision and its location by number of section, township, range, county and tract, block and lot.
2. Name, address and registration number of the registered land surveyor preparing the plat.
3. Scale, north arrow and date of plat preparation.

c. Survey Data Required:

1. Boundaries of the tract to be subdivided, fully balanced and closed, shall show all bearings and distances determined by an accurate survey in the field. All dimensions shall be expressed in feet and decimals thereof.
2. Any expected parcel(s) within the plat boundaries shall show all bearing and distances determined by an accurate survey in the field. All dimensions shall be expressed in feet and decimals thereof.
3. Location and description of cardinal points to which all dimensions, angles, bearings and similar data on the plat shall be referenced; each of two corners of the subdivision traverse shall be tied by separate course and distance to separate section corner of quarter section corners.
4. Location of all physical encroachments upon the boundaries of the tract.

d. Description Data Required:

1. Name, right-of-way lines, courses, lengths, width of all public streets, alleys, crosswalks, and utility easements; radii, points of tangency and central angles of all curvilinear streets and alleys; radii of all rounded street line intersections.
2. All drainageways shall be shown on the plat. The rights-of-way of all major drainageways, as designated by the City Engineer, shall be dedicated to the public.
3. All easements for rights-of-way provided for public services or utilities and any limitations of easements. Construction within the easement shall be limited to utilities, and wood, wire or removable section type fencing.
4. Location and all dimensions of all lots.

5. All lots shall be numbered by consecutive numbers throughout the plat. "Exceptions," "tracts," and "private parks" shall be so designated, lettered or named, and clearly dimensioned.
6. Location, dimensions, bearing, radii, arcs and central angles of all sites to be dedicated to the public with the use clearly indicated.
7. Location of all adjoining subdivisions with date, book and page number of recordation noted, or if unrecorded or unsubdivided, so marked.
8. Any proposed private deed restrictions or restrictive covenants to be imposed upon the plat or parts thereof pertaining to the intended use of the land shall be typewritten and attached to the plat to each copy submitted.

e. Dedication and Acknowledgement:

1. Dedication - Statement of dedication of all streets, alleys, crosswalks, drainageways, pedestrian ways, and other easements for public use by the persons holding title as vendees under land contract, and by spouses of said parties. If lands dedicated are mortgaged, the mortgagee shall also sign the plat. Dedication shall include a written location by section, township and range of the tract. If the plat contains private streets, the public utilities shall be reserved the right to install and maintain utilities in the street right-of-way.
2. Acknowledgement of Dedication - Execution of dedication acknowledged and certified by a notary public.

f. Required Certifications:

1. Certification by a registered land surveyor making the plat that the plat is correct and accurate and that the monuments described in it have either been set or located as described. The signature of such surveyor shall be accompanied by his seal.
2. Certification by the Planning Director that, in his opinion, all lots shown upon the subdivision conform to good land planning policies and are suitable for the purpose for which they are subdivided.
3. Certification by the City Engineer that all engineering conditions and requirements of this code have been complied with.
4. Certification by the City Clerk of the date the map was approved by the City Council.
5. Certificate of recordation by the County Recorder.

3. **Off-Site/Public Improvement Requirements.** The following information is required for the Public Works Department to review the subdivision:

1. Developer to submit design reports for water system, sewer system, and drainage system (off-site/public improvements).
 2. Developer to submit a traffic impact analysis (if required).
 3. Developer to submit construction plans for water, sewer, street, and drainage improvements (off-site/public improvements).
 4. Developer to submit engineer's cost estimate for all off-site/public improvements.
 5. Developer to submit water and sewer improvement plans to the Arizona Department of Environmental Quality (ADEQ) to obtain Approval to Construct.
4. **Requirements for City Engineer Signature on Final Plat:** The following information must be submitted prior to the City Engineer's signature on the final plat:
1. Final Plat approved City Council.
 2. Developer must submit Approval to Construct from ADEQ for the water and sewer improvements.
 3. Developer must submit a performance guarantee for the off-site/public improvements in the amount of the approved engineer's cost estimate.

Fees. Assessor's fee: As of 1/1/02, Mohave County will charge a fee for all subdivisions as follows: \$25 per parcel for each parcel created. **Checks are to be made payable to the Mohave County Assessor's Office.** This fee is in addition to recording fees. Questions pertaining to this fee should be directed to Ron Nicholson, Chief Deputy, Mohave County Assessor's Office, at (928) 753-0703.

Recorder's fee: **\$28.00** for the first page and **\$20.00** for each additional page. **Checks are to be made payable to the Mohave County Recorder.**

After approval from Lake Havasu City Council two (2) mylar sets of the final plat and applicable recording fees must be submitted to the Development Services Department for signature and recordation.